

THE ORIGINAL STUDY WAS NOT APPROVED. THIS APPROACH WAS UNDER CONSIDERATION WHEN STUDY WAS WITHDRAWN. SEE MEMO DATED 27 JUNE 1956 FROM TOM

25X1

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Employee Identification Records

1. PROBLEM:

To determine the proper organizational element to have custody of the file record of Form 37-6 "Personnel Information Card". (Locator Record)

2. FACTS BEARING ON THE PROBLEM:

a. The present custodian of the locator record is the Telephone Section under the jurisdiction of Office of Logistics. N.B. This record contains home addresses and telephone numbers of employees and is separate and distinct from the telephone "Information" file which is a flexoline index.

b. Regulation [] "CIA WATCH - CRITICAL INFORMATION" prescribes in effect that telephone operators shall give priority service to the CIA Watch Officer in locating Agency officials and key employees. (Annex I) The operators also render a similar service to all authorized Agency officials, as directed.

c. Regulation [] provides in effect that personnel status and changes therein will be recorded on prescribed forms (Form 37-6) and reported to the Office of the Comptroller and the Office of Personnel to enable maintenance of a master file of Agency employees for specific purposes such as the emergency planning program, preparation of the telephone directory and information on home addresses and telephone numbers. (Annex I) The responsibility to comply with this regulation rests on operating officials, administrative officers and individual staff employees.

3. DISCUSSION:

a. Subject to certain restrictions pertaining to semi-covert personnel, the Telephone Section dispenses locator information, such as home addresses and telephone numbers of employees, in compliance with requests from outside sources during off duty hours. Some of these requests are for office extensions of Agency employees. The Office of Personnel dispenses locator information during duty hours.

b. Full compliance with Regulation [] is not obtained with respect to reporting requirements. The Office of Personnel has not always received

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copies of the reporting medium, Form 37-6, on a current basis. Change cards which average 22 per day are not always furnished currently upon conversion of employees from overt to semi-covert status and vice versa. Thus, this deficiency in reporting requirements has given rise to problems of a recurring nature in the Telephone Section where the operators feel they have no reliable means for deciding whether or not information should be furnished and, thus, are subject to criticism for (1) violating security in dispensing locator information which should be withheld and (2) withholding locator information that could be dispensed legitimately. These circumstances contribute to low morale. Annex II, Tabs A, B, C and D provides basic data on the telephone room locator methods and procedures and difficulties experienced.

- c. After hours telephone traffic averages 250 calls from 5 to 6 P.M., 150 from 6 to 9 P.M. and up to 100 from 9 to 12 P.M. After hours locator calls average only 50 per month. The workload is, relatively, minor. Identification of the callers as actual Agency employees is much more important.
- d. A locator record on employees is an integral part of any (PBX) Private Branch Exchange Service. Should it be retained or transferred? If retained, an improvement in reporting procedures on status changes comprises an immediate requirement. If a functional transfer is effected, the new jurisdiction should render the required service to the CIA Watch Officer. The Admin Office of OCI has agreed verbally to accept the service from another source. Further, if a transfer is made, the function should go to that organizational element which (1) can enforce adherence to regulations, (2) render the required service efficiently, and (3) possesses the means to ensure positive identification of Agency employees. That element is the Office of Security (Annex III). But the Office of Security will not accept the responsibility to dispense locator information after duty hours save under very exacting conditions. These conditions are provided in Annex III.

4. CONCLUSION:

It is concluded that the conditions established by the Office of Security to accept the function are too restrictive for the good of the Agency. It is recommended that the file record be retained in the Telephone Section under the jurisdiction of the Office of Logistics.

5. RECOMMENDATION:

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ANNEX III

Employee Identification Records
Home Telephone Numbers and Addresses

Office of Security

1. Potential - The Machine Records Division furnishes the completed cards to maintain the locator record. Flexoline strips can be furnished as well as cards. The Office of Security exercises jurisdiction over certain codes such as the badge number, physical description symbol and the secret number of each staff employee. All identification data can be included in two printed lines on either cards or strips. Thus, the Office of Security through available media can develop a fairly accurate identification of a caller if he is an Agency employee. Use of this means of identification is more practicable for security purposes than the method employed by the telephone room, i.e., name and office extension only.
2. Conditions of Acceptance - The conditions set forth herein comprise extracts from a previous memorandum of concurrence from the Office of Security which recommended certain implementing actions as follows:
 - a. Publication of an Agency notice calling attention to the provisions of Agency Regulation [] and especially to the necessity, from a security standpoint, of submitting changes in locator information.
 - b. Publication of an Agency notice to the effect that after hours only certain designated "key officials" are authorized to request and receive information on home telephone numbers or addresses of semi-covert personnel. The notice should request each office concerned to forward to the Security Office a list of the key officials selected in each office. The notice should point out that the key officials would be required to identify themselves by name and badge number upon calling for information.
 - c. Badge date, such as serial number and secret number, not to be shown on any card or in any file not under the control of the Security Office.
 - d. Security violations not to be automatically charged for failure to submit changes in locator information. Dereliction in this matter should be handled by administrative action, with a security violation charged only if the circumstances warrant such action.
 - e. The procedure to be followed after hours should not be limited to calls originating outside the Agency but should also include calls from within the Agency.

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CONCURRENCES:

See OP memo of 14 Oct 54.

25X1A9A

Personnel Office

Date

[Redacted]

Office of the Comptroller

11 Mar 55
Date

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[Redacted]

Wag Logistics Office

Date

4 Oct 54

With the understanding that
no transfer of personnel is
involved.

See SO memo 28 Feb 55
Security Office

Date

ACTION BY APPROVING AUTHORITY:

APPROVED:

Deputy Director (Administration)